

# GREENE METROPOLITAN HOUSING AUTHORITY APPLICATION PROCEDURE

Visit us on the web at [www.gmha.net](http://www.gmha.net)



**You are potentially eligible for GMHA housing if your total gross income does not exceed the following income limits.**

<b>Section 8 Maximum Income Limits</b>	<b>Family Size</b>	<b>Public Housing Maximum Income Limits</b>
<b>\$20,850</b>	<b>1</b>	<b>\$33,350</b>
<b>\$23,800</b>	<b>2</b>	<b>\$38,100</b>
<b>\$26,800</b>	<b>3</b>	<b>\$42,850</b>
<b>\$29,750</b>	<b>4</b>	<b>\$47,600</b>
<b>\$32,150</b>	<b>5</b>	<b>\$51,450</b>
<b>\$34,550</b>	<b>6</b>	<b>\$55,250</b>
<b>\$36,900</b>	<b>7</b>	<b>\$59,050</b>
<b>\$39,300</b>	<b>8</b>	<b>\$62,850</b>

# **WELCOME TO GMHA**

**This document outlines the various GMHA programs and will explain our application procedure.**

**If you have any questions concerning the process, please contact our Application Department at (937)376-2908, (937) 429-7736 or TTD (937) 374-1607**



## **GMHA MISSION**

**GMHA is committed to providing quality affordable housing and services in an efficient and creative manner.**

**Visit us at [www.gmha.net](http://www.gmha.net)**

# NOTICE TO ALL APPLICANTS

No individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because GMHA's facilities are inaccessible to or unusable by persons with disabilities.

An applicant or resident who has a disability or handicap for which they think they might need a reasonable accommodation, may request it at any time in the applications screening and verification process, or after admission.

Requests for accommodation or modification may need to be verified by a reliable and knowledgeable professional. GMHA utilizes organizations, which provide assistance for hearing and sight-impaired persons as needed.

Single individuals are eligible to make application for housing assistance with GMHA; however they must meet all established eligibility requirements for the Section 8 Voucher and the Low income waiting list. GMHA requires that preferences be given to elderly applicants, near elderly applicants and individuals with disabilities and/or receiving a disability income such as SSI/SSD/etc. Due to this requirement GMHA has not housed any single individuals except those who met the above requirements.

## SUMMARY OF GMHA PROGRAMS

### Public Housing Program:

- Property is owned and managed by GMHA
- Family Houses, duplexes and townhouses
- Prompt repair by GMHA staff
- Well insulated for low utility costs
- Safe and secure
- Rent and utility allowances are based on 30% of residents adjusted income or residents may select flat rent.

### Section 8 Program:

- Helps tenant pay rent to private landlords
- Tenant is responsible for finding their own unit
- Landlord must be willing to participate in the program
- GMHA will inspect the property for compliance with housing quality standards
- Rent and utility allowances are based on 30% but not more than 40% of tenants adjusted income.

# Application Procedure

Thoroughly complete the application and return it to:

Greene Metropolitan Housing Authority 538  
N. Detroit St.  
Xenia, Ohio 45385

The application process is based on self-certification in which you, the applicant, will be required to provide accurate personal and financial information to be eligible to participate in the Section 8 program, Public Housing program or Yellow Springs Village Greene Program. Falsification of any required information is punishable under federal law and will affect your eligibility for housing assistance through GMHA.

With your application, please include the following:

- Copies of Social Security cards for all family members
- Copies of Birth Certificates for all family members Picture
- ID for all family members age 18 or older

## Applicant Preferences

### Family, Elderly, Single Pregnant or Single

**Disabled** Applicant, whose household has at least one child; or

A single person verifying expected reunification with their child or children within 6 months

Head, spouse, sole member, is at least age 62;

A pregnant woman (must provide documentation) A single disabled person

### Near Elderly

Applicant, who is at least age 50, but not yet age 62

### Involuntarily Displaced

Applicant has been displaced because of fire, natural disaster, or government action

### Domestic Violence/Displacement /Substandard Housing or Homeless

#### **Domestic Violence**

- he/she is a victim of actual or threatened physical violence; or is a stalking victim

**Applicant has been displaced :**

- by inaccessibility of a unit
- by a hate crime
- because he/she is a victim of actual or threatened physical violence
- because the landlord has sold the unit and the new owners are moving in
- because the landlord wants to move into the unit themselves - because the landlord wants to renovate the unit

**Substandard Housing: The unit applicant is living in:**

- is dilapidated, and/or the unit has been condemned or;
- does not have a usable toilet, and/or a usable bathtub or shower
- does not have electricity and/or has unsafe electrical service
- does not have heat (not due to non-payment by the tenant)
- does not have a kitchen **The applicant is homeless A person is considered homeless only**

**when he/she resides in one of the places described below:**

- is living in places not meant for human habitation, such as cars, parks, sidewalks, abandon buildings (on the street) - is in an emergency shelter
- is in transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters - is in any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.
- is fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.

**Paying more than 50% of Income for Rent**

Applicant has been paying more than 50% of income for rent and utilities for at least 90 days prior to application.

**Overcrowded Household**

Applicant can provide verification that two or more families live in the same household; or provide verification there is more than two people per bedroom

**Working/Disabled /Elderly**

Head of household or spouse works at least 20 hours per week and has been working for at least 90 days at his/her present job or; Applicant household whose sole member, or **head and spouse** is disabled or is age 62 or older.

**US Veteran**

Applicant can provide a copy of DD-214 as verification that head or spouse is a US Veteran

**Local Concern**

Applicant can provide proof that he/she has lived in Greene County for a minimum of at least 90 days or can provide verification that he/she works in Greene County.

**Village of Yellow Springs Preference**

Applicant lives or is employed in Yellow Springs, was a former resident of Yellow Springs, or has family residing in Y.Springs.

# Frequently Asked Questions

**When will I receive assistance?** GMHA cannot estimate when you will receive assistance. We cannot control when vacancies will occur. In order to have an available voucher or unit we must wait for current tenants to move out. Quick and efficient response to our mailings will ensure that you get on the waiting list promptly.

**Does GMHA offer Emergency Housing?** No, however, you can contact Community Action Partnership for a referral to the Red Cross Emergency Housing Program.

**What is gross income?** The total of all household income prior to taxes.

**Can I apply for all waiting lists?** Yes, in fact we suggest getting on all waiting lists. We do not know which program will be available first.

**What if I do not two landlord references?** We need the landlord references for the Public Housing and Yellow Springs Village Greene programs only. We will also take into consideration professional community references such as your caseworker, supervisor, or past supervisor, your minister, your doctor or your teacher. A professional reference cannot be related to the applicant or a personal friend of the applicant.

**How will I know when my application has been processed?** You will be notified in writing when your application has been processed. Note: You will not be "Active" on the Public Housing or Village Greene wait lists until you have two good references on file.

**What if my living situation changes while I am on the wait list?** It is important that you report all changes in your living conditions in writing while you are on the waiting list. The changes can affect your preference points.

**Can I choose where I live?** With the Section 8 Voucher Program you can choose where you live. In the Public Housing Program, GMHA has only a community-wide waiting list. You will be offered the first unit available when you reach the top of the waiting list.

**Do I need a security deposit?** For the Public Housing Program you will need to pay a security deposit equal to one months rent or \$50; whichever is greater. For Section 8, the security deposit can be equal to one months rent or whatever the landlord charges.

**What position am I on the wait list?** We do not give out positions on the wait list. Your position could change several times in just one day depending on how many applicants are added to the wait list or removed from the wait lists. Your position on the wait list also changes each time your preferences or other applicants' preferences are updated.

**How many preference points to I have?** We do not give out the preference points due to this being an internal office numbering procedure that goes along with date of application to determine an applicant position on the waiting list